

Mayor and Council  
Meeting Minutes for  
January 22, 2002

**Roll Call:**

Mr. Harrington, Mr. Fitez, Mrs. Greenfield, Mr. Stull, Mr. Castle, Mr. Bell and Mayor Jones

**Mayor:**

Thank everyone who commented on the package for the C.D.G.B. grant.

**Citizens Form:**

None

**Old Business:**

Arts & Entertainment

**Jim Castle:**

Announced that there will be an Arts & Entertainment District meeting workshop January 31, 7.00 p.m. at City Hall.

**New Business:**

FY01 audit Michelle Mills and Stephanie Roberts of Linton Shafer & Co. CPA presented the annual financial report for year ending June 30, 2001.

- 1) General purpose financial statement.
- 2) Compliance and Internal Controls

**Exhibit 1A**

Combined balance sheet for the city of Brunswick. It list all the governmental fund types.

Total assets for the City of Brunswick are nearly \$11 million.

General fixed assets of \$2.4 million. General long term debt of approximately \$50,000.

General fund which is the fund which counts for the basic operations total assets of \$446,000.

Liabilities for the General fund are just short of \$80,000.

Unreserved undesignated fund balance of \$366,000.

Cash and Cash equivalence of a little over one million dollars.

85% present of the total amount of assets is tied up in property and equipment.

**Exhibit 1B**

General fund had total revenues of nearly two million dollars. Which was an 5% increase over the prior year. Total expenditures of \$1.9 million which was an increase 4% over the prior year.

Excess of revenues over expenditures of \$182,000.

Operating transfer made to the capitol projects fund of approximately \$45,000.

At the end of the year fund balance was \$366,643 for the General Fund.

Capitol Projects fund had \$96,000 in revenues, \$101,000 in expenditures, with a fund balance of approximately \$80,000, which was designated for future projects.

#### **Exhibit 1C**

Same information in Exhibit 1B except it reports the budget that was adopted for FY01.

Revenues exceeded the budget by \$178,000 for the General Fund and expenditure showed a \$11,000 variance to positive over budgeted amount.

#### **Exhibit 1D**

Water & Sewer operation funds

Fund had revenues of \$1 million, expenditures \$1 million, net operating loss of \$49,000, and interest expense of \$190,000.

For a net combined loss of \$239,000.

#### **Statement of cash flow**

Water fund \$488 ,000

Sewer fund \$194 ,000

#### **Exhibit 3B**

Water & Sewer Enterprise funds

Actual results for 1999, 2000 and 2001 each year shows a loss in both water & sewer fund.

For 2001 the loss was less for the two prior years.

Both funds had less expenses. And revenues were higher than expected.

#### **Capitol Projects**

80,000 dollars were designated for future projects - these projects are defined at top of page.

#### **Mayor**

Refer back to Exhibit 3B.

#### **Brent**

Is there depreciation figure in this? Yes, its including in the total expenses. For the water fund is \$155 ,000 and the sewer fund is \$216 ,000.

#### **Mayor**

Scheduled meeting for budget questions will be February 12<sup>th</sup>.

Question was asked how much money is missing? Are we looking at \$5,000 or \$50,000. Because of investigation still on going not appropriate to discuss.

#### **Tom Smith**

Enterprise fund ongoing fund.  
\$488,000 in water and \$189,000 in sewer

**Michelle Mills**

Exhibit 3A, 1.5 million in water and 2.6 million in sewer

Cash flow - Water \$487,000  
Sewer \$194,000

**Tom Smith**

With the fund balance of \$366 ,000 does the council have any plans on converting the excess funds into capitol funds.

**Mayor**

Not at this point. We have to look at this with next years budget.

**Brent**

Did we have any major expenditures in the park, camp site or pool this year.

**New Business**

C.D.G.B. Grant  
Resolution read by Jim Castle  
Motion by Walt Stull  
Second by Jim Fitez  
6-0 approved

Adopt the City of Brunswick C.D.G.B. citizen participation plan.  
Motion by Jim Castle  
Second by Brent Bell  
6-0 approved

**Geri Reynolds**

Proposing trick or treat for Halloween night on Thursday October 31<sup>st</sup>.  
Motion by Joe Harrington  
Second by Brent Bell  
6-0 approved

Valentine Day party will be 7-10, Saturday night at the Park Building.  
Women's self defense classes will be February 11<sup>th</sup> & March 11<sup>th</sup> from 6-8 at the Park Building. Call City Hall to sign up. Eighteen years of age and older.

**Mayor**

Funding for sidewalk replacement. Grant of \$165,000

**Jim Castle**

December 11, 2001 survey - East and West Potomac and A Street proposal - \$20,000 is in budget for sidewalks.

Arro estimate for this is \$19,059 to prepare bid package.

Motion to approve to send bid to Arro.

Motion by Joe Harrington

Second by Brent Bell

Approved 6-0

**Walt Stull**

Wanted to know who the members of the sidewalk committee and the EDC were that looked at this project. Who approved it?

**Mayor**

Funding for lighting Phase II

EDC package

Install lights on CSX. Wanting to install lights between Potomac St and Rail Station rather than across right away.

Engineering and drafting funds were included in this was \$179,300.

Need to approve Professional Services Agreement for the work on the lights which will include preparing a bid document. Cost not to exceed \$16,300 which was part of the grant originally.

Motion by Walt Stull

Second by Debbie Greenfield

Approved 6-0

**Brent**

Ask Joe when he goes to do bid to look at street lighting to see if it would be more feasible to put on Allengeny Power or our meter.

**Mayor**

Ask Joe how long it will take to do bid packages on sidewalks and lighting. Both projects should be completed this summer.

**Debbie**

Police Department will be enforcing ordinance with skate boarder due to vandalism.

Skate boarder will be confiscated.

February 8<sup>th</sup> at 7:00 at City Hall there will be a meeting to discuss the west end park.

**Adjournment 9:30 p.m.**

Witness: \_\_\_\_\_  
City Administrator

Approved By: \_\_\_\_\_  
Mayor

Prepared By: Dianne Fleming